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1/31/18

NOTICE OF VACANCY

DEPARTMENT: HOLDEN MUNICIPAL LIGHT DEPARTMENT
JOB CLASSIFICATION: HMLD FINANCE AND POWER SUPPLY MANAGER
SALARY RANGE: \$75,504 – \$84,932 / YEAR
HOURS: 37½ HOUR WORK WEEK

BENEFITS: VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

TOWN OF HOLDEN
Position Description
FLSA: Exempt

Position Title: **HMLD Finance and Power Supply Manager**

Department: HMLD

Reports To: General Manager – Light Department

Date: January 2018

GENERAL SUMMARY:

Under the general direction of the General Manager, will play a key role in planning, organizing and directing financial, power supply and other key activities of the Light Department.

ESSENTIAL JOB FUNCTIONS*:

1. Assists the General Manager on a variety of financial management functions including: developing the annual operating and capital budgets, evaluating and recommending customer rate schedules, monitoring expenditures and other resource allocations to meet overall objectives of the Department.
2. Assists the General Manager in monitoring the length, terms and cost of existing power supply contracts and seeks out new sources of power supply and analyzes contracts with vendors to ensure reliable and cost efficient future energy supplies.
3. Directs the activities of the staff bookkeeper, ensuring timely and accurate recording and reporting of the Department's financial operations. Develops working knowledge of the bookkeeper's activities.
4. Become proficient in the development of the Department's biweekly payroll submittal and support the Business Office Manager as needed.
5. Has an oversight responsibility of the Department's customer billing and general ledger systems, along with related systems. Recommends modifications and upgrades as warranted.
6. Facilitates the Department's residential and commercial energy efficiency and conservation programs.
7. Represents the Department in a professional manner to a variety of constituencies; responds to diverse citizen inquiries, requests and complaints related to Department operations.
8. Responsible for the timely preparation and submission of a variety of reports and records related to Department activities.

9. Provides staff assistance to the General Manager to assist in making informed decisions and presents alternative courses of action as appropriate.
10. Works with other Town departments to share resources and coordinate activities to promote overall Town goals.

OTHER DUTIES AND RESPONSIBILITIES:

11. Assists and supports the preparation of the annual Department audit and annual DPU report; prepares the annual Town Report, and is the lead in preparing other similar reports.
12. Assists and supports all functions of the Department.
13. Maintains current knowledge of profession through attendance at seminars, workshops, self-study, review of literature, peer association, etc.
14. Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

15. Duties require knowledge equivalent to a Bachelor's degree in business or public administration and five years of progressively responsible related experience.
16. Public utility experience preferred. Municipal finance experience a strong plus.
17. Thorough knowledge of the rules and regulations of the department, of State and federal laws and regulations.
18. Leadership, supervision, judgment and decision making abilities.
19. Ability to effectively communicate verbally and in writing to various and diverse groups and individuals and to establish and maintain effective working relationships with Town officials, various Boards, Town employees, members of the public and other constituencies.
20. Strong analytical skills. Proficient in Microsoft Office. Strong working knowledge of various software applications. Ability and willingness to "dive into the detail" when necessary.

WORKING CONDITIONS:

Work is primarily in an office environment not subject to extremes in temperature or noise, etc.

Occasional travel is required to attend meetings, conferences, seminars and to visit various work sites throughout the Town.

Operates a variety of office equipment including IT equipment, mobile devices, GIS handhelds, etc., requiring some degree of eye-hand coordination and finger dexterity. Occasional walking, standing and climbing is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER
STARBARD BUILDING, 1204 MAIN STREET
HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: **Open until filled**

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED